



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

Veterans Memorial Building
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MILLIS PUBLIC LIBRARY ON CALL LIBRARY ASSISTANT

The Town of Millis is seeking candidates for a part-time “on call” Library Assistant at the Millis Public Library to work hours as needed. Candidates should possess a working knowledge of library methods and procedures, ability to work with the public, and computer skills. Work may include daytime, evening, and/or weekend hours.

Hourly rate \$15.54

Essential Functions:

- Provides reference, readers' advisory, e-library, and technology assistance to all patrons.
- Provides exceptional service to all patrons, in keeping with the Library's Public Service Statement.
- Checks materials in and out, issues new and replacement library cards, processes room and museum pass reservations, collects fines, answers and directs telephone calls.
- Opens and securely closes the Library as required.

Physical Requirements:

Moderate physical effort required in carrying and moving boxes of books and other materials, which could weigh up to 30 pounds. Must be able to read, use a keyboard, and view a computer monitor.

Applications are available upon request at the Town Administrator's Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054 , or at millisma.gov. Completed applications should be returned to the Town Administrator's office via email at townadministratoroffice@millisma.gov

Posted 2/1/22

The Town of Millis is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The Town of Millis is committed to compliance with all fair employment practices regarding citizenship and immigration status.